



United States Army
Medical Research Acquisition Activity
USAMRAA



The “New” Extramural Research Management System (ERMS)

Presented by
Jeannie Shinbur
Deputy Director, USAMRAA



"Army Contracting: One Community Serving Our Soldiers, Serving Our Nation"





The “New” ERMS – What We’ll Cover



► What we’ll cover:

- ◆ What’s in ERMS
- ◆ How proposals come in and how they’re entered into ERMS
- ◆ What information is added later, and when
- ◆ How you can use the information in ERMS
- ◆ Finding your way around
- ◆ Fields and functions
- ◆ How to search for information
- ◆ Reports you can create and use as templates
- ◆ Sharing templates with others

The “New” ERMS – What’s In It



▶ What’s in ERMS:

- ◆ Information on all extramural proposals received (funded or unfunded)
- ◆ Scientific review status and outcome
- ◆ Award information
- ◆ Information on Roles
- ◆ Deliverable information

▶ What’s not in ERMS:

- ◆ Information on intramural research projects
- ◆ Information on other types of awards

The “New” ERMS – How It All Begins



- ▶ BAA Proposals come in through AIBS
- ▶ CDMRP proposals come in separately
 - ◆ Uploaded into ERMS
- ▶ SBIR proposals also come in separately
 - ◆ Those recommended for funding are manually loaded into ERMS
- ▶ If recommended for funding, PR and proposal comes to RAA
 - ◆ PT enters the identity of the Contract Specialist
 - ◆ When the award is made, the PT enters the award information
 - ◆ RMI-S enters information on deliverables

The “New” ERMS – How You Can Use It



- ▶ PTs – providing reports to their Specialists on awards
- ▶ Specialists looking for information on institutions
- ▶ Specialists and CORs who want to know about deliverables
- ▶ CSC Chiefs who want information about work distribution
- ▶ Account Managers meeting with their customers
- ▶ CORs and other lab personnel who want to know who is their Specialist
- ▶ Anyone who wants to know about Specialists or CORs
- ▶ Those looking for information on a proposal
- ▶ Anyone who wants to know about proposals from a particular PI or institution

The “New” ERMS – How (Not) to Get Information Out of ERMS



The “New” EMRS – How (Not) to Get Information Out of ERMS



The “New” EMRS – How (Not) to Get Information Out of ERMS





The “New” EMRS – “Forms” vs. “Discoverer”



“Forms” Package:

Primarily used for the entry of data

Capable of performing simple searches

“Discoverer” Package:

Designed for searches and reports

Not for data entry

The “New ERMS – Finding Your Way Around



The “New” ERMS – Fields and Functions



Oracle9iAS Forms Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://hqusamrmc-erms.amedd.army.mil/forms90/f90servlet/?config=ermsProd> Go Links

File Edit Query ERMS Block Record Field Reports Security Admin Help Window

Document Search Screen

Document Search

☐ Fuzzy Match? Run Query Clear Query AIBS Search

Doc. # Log # Doc. Type

Proposal Received Proposed Begin Last Name First Name Proposal Title

On or After On or Before

Role Type Org. Type Org. # Org. Name

Requested Amt Mod Obl. Amt Award # Sen. Cnd. MIPR Code

Greater or Equal Less or Equal

Document Hitlist

Add Document Edit Document * Sort Column/Order

Doc Type*	Document #*	Proposal Title*	Duration	Requested Amt.	Sens. FY*	Inst.*	Award #*	Mod #	Mod Obli
AWARD	000032861	PR01 CORNEAL DAMAGE FR	6	\$549,778.00	<input checked="" type="checkbox"/>	2002	C	0072	P00003
AWARD	000032861	PR01 CORNEAL DAMAGE FR	6	\$549,778.00	<input checked="" type="checkbox"/>	2002	C	0072	P00003
AWARD	000032861	PR01 CORNEAL DAMAGE FR	6	\$549,778.00	<input checked="" type="checkbox"/>	2002	C	0072	P00003
AWARD	000032861	PR01 CORNEAL DAMAGE FR	6	\$549,778.00	<input checked="" type="checkbox"/>	2002	C	0072	P00003
AWARD	000032861	PR01 CORNEAL DAMAGE FR	6	\$549,778.00	<input checked="" type="checkbox"/>	2002	C	0072	P00003
AWARD	000032861	PR01 CORNEAL DAMAGE FR	6	\$549,778.00	<input checked="" type="checkbox"/>	2002	C	0072	P00003

ERMS1000 Help Desk Phone/Email: (301)619-2049/usagdoimhelpdesk@amedd.army.mil 20-OCT-2006 15:52

To search for documents using partial matches on text, check this item.

Record: 1/1

Opening <http://hqusamrmc-erms.amedd.army.mil/forms90/f90servlet.jsessionid=21b9d8e2ec9f4fed80f8875cb2a314ab.mkPzn6fwpl9HmNOLaNC> Internet

See Next Slide

- 1. Drop Down Menu:** The drop down menu provides access to the functions, operations, and navigation options.
- 2. Window Title:** The window title provides a short description of the screen name and for the most part is unique for each screen in ERMS. (In this case, it's the Document Search Screen)
- 3. Tool Bar:** The toolbar provides quick access to the most common functions or operations. There are icons to represent the underlying function of the button and balloon help is available for each button by holding the mouse over the item. Items that aren't available for the current block are grayed out.
- 4. Block Title:** The block title provides a short name identifying a logical grouping of data which is surrounded by a rectangle. Oracle performs operations by block and each block may have different functions available such as inserting or deleting records. (on this screen, we have the Document Search block and the Document HitList block)
- 5. Unique Module Identifier:** The unique module identifier is a unique identifier assigned to each screen and should be used when requesting help or reporting problems with a screen. (In this case, it's ERMS1000)
- 6. Message Line:** The message line provides additional information on hint text for fields, error messages, and system modes such as enter query mode.
- 7. Enterable Field:** Enterable fields are identified by a white background with black text.
- 8. Column Title:** A Column Title is the title of the column. Column Titles can be found above or to the left of the column. Bold column titles indicate that the field is required and must be entered before saving. On some column titles an asterisk is also displayed. This denotes that the current column can be used to sort the list; this can be done by double clicking on the desired column. Note that only columns with an asterisk can be used to sort.
- 9. Display Only Fields:** Display only fields are identified by a gray background with black text.
- 10. Button:** Buttons are identified by raised gray rectangles with black text identifying their purpose. For more help on a button, hover over the button with the mouse pointer.
- 11. Help Desk Information:** The help desk information line provides quick access to the current help desk phone number and e-mail address. In addition, the mail icon to the right of this line can be selected to open a new e-mail message to be sent to the help desk.
- 12. Date/Time:** The current date/time is displayed in the lower right corner.
- 13. Single Record Block:** A single record block only displays one record at a time.
- 14. Multi-Record Block:** A multi-record block displays more than one record at a time and may be associated with a horizontal and/or vertical scroll bar.
- 15. Horizontal Scroll Bar:** Horizontal scroll bars are available for blocks that have more data than can be displayed in the current window. The bar can be selected with the mouse and dragged left or right to bring data into view.
- 16. Vertical Scroll Bar:** Vertical scroll bars are available for multi-record blocks. The bar can be selected with the mouse and dragged up or down to bring data into view.
- 17. Highlighted Record:** The highlighted record in a multi-record block is identified with a teal background and white letters. When working in multi-record blocks, this is the record that will be affected by operations such as a delete operation.

Oracle9iAS Forms Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://hqusamrmc-erms.amedd.army.mil/forms90/f90servlet/?config=ermsProd> Go Links

File Edit Query ERMS Block Record Field Reports Security Admin Help Window

Document Search Screen

Document Search ☐ Fuzzy Match?

On or After On or Before Greater or Equal Less or Equal

Doc. # Proposal Received Role Type Requested Amt

Log # Proposed Begin Org. Type Mod Obl. Amt

Doc. Type Last Name Org. # Award #

First Name Org. Name Sen. Cnd.

Proposal Title MIPR Code

Document Hitlist * Sort Column/Order

Doc Type*	Document #*	Proposal Title*	Role*	Flg.	Last Name*	First Name*	MI	Gen.	Org. #*	Type*	Flg.
AWARD	000004437	WASHINGTON AREA COMPU	CPI	<input checked="" type="checkbox"/>	CLEARY	KEVIN	R	Male	000006740	NP	<input checked="" type="checkbox"/>
AWARD	000004437	WASHINGTON AREA COMPU	COR/GOR/AOR	<input checked="" type="checkbox"/>	MOSES	GERRY	G	Female	000006740	NP	<input checked="" type="checkbox"/>
AWARD	000004437	WASHINGTON AREA COMPU	CS	<input type="checkbox"/>	LOHRMANN	MARK	S	Unknown	000006740	NP	<input checked="" type="checkbox"/>
AWARD	000004437	WASHINGTON AREA COMPU	CO	<input type="checkbox"/>	TAMA	REBECCA	J	Female	000006740	NP	<input checked="" type="checkbox"/>
AWARD	000004437	WASHINGTON AREA COMPU	CO	<input checked="" type="checkbox"/>	WATKINS	JAMES	E	Male	000006740	NP	<input checked="" type="checkbox"/>
AWARD	000004437	WASHINGTON AREA COMPU	CS	<input checked="" type="checkbox"/>	WELLS	LISA		Female	000006740	NP	<input checked="" type="checkbox"/>
				<input type="checkbox"/>							<input type="checkbox"/>
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				<input type="checkbox"/>							<input type="checkbox"/>

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Select the Edit Document button to edit the highlighted document.

Record: 1/1

Opening <http://hqusamrmc-erms.amedd.army.mil/forms90/f90servlet;jsessionid=21b9d8e2ec9f4fed80f8875cb2a314ab.mkPzn6fwpl9HmNOLaNC> Internet

No longer active on the award

The “New” EMRS – How to Search for Information



17

Oracle9iAS Forms Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Wordpad Find Favorites

Address <http://hqusamrmc-erms.amedd.army.mil/forms90/f90servlet/?config=ermsProd> Go Links

File Edit Query ERMS Block Record Field Reports Security Admin Help Window

Document Search Screen

Document Search ☐ Fuzzy Match?

On or After On or Before Greater or Equal Less or Equal

Doc. # Proposal Received Role Type Requested Amt

Log # Proposed Begin Org. Type Mod Obl. Amt

Doc. Type Last Name Org. # Award # 05 1 0072

First Name Org. Name Sen. Cnd.

Proposal Title MIPR Code

Document Hitlist * Sort Column/Order

Doc Type*	Document #*	Proposal Title*	Role*	Flg.	Last Name*	First Name*	MI	Gen.	Org. #*	Type*	Flg.
AWARD	000004437	WASHINGTON AREA COMPU	CPI	<input checked="" type="checkbox"/>	CLEARY	KEVIN	R	Male	000006740	NP	<input checked="" type="checkbox"/>
AWARD	000004437	WASHINGTON AREA COMPU	COR/GOR/AOR	<input checked="" type="checkbox"/>	MOSES	GERRY	G	Female	000006740	NP	<input checked="" type="checkbox"/>
AWARD	000004437	WASHINGTON AREA COMPU	CS	<input type="checkbox"/>	LOHRMANN	MARK	S	Unknown	000006740	NP	<input checked="" type="checkbox"/>
AWARD	000004437	WASHINGTON AREA COMPU	CO	<input type="checkbox"/>	TAMA	REBECCA	J	Female	000006740	NP	<input checked="" type="checkbox"/>
AWARD	000004437	WASHINGTON AREA COMPU	CO	<input checked="" type="checkbox"/>	WATKINS	JAMES	E	Male	000006740	NP	<input checked="" type="checkbox"/>
AWARD	000004437	WASHINGTON AREA COMPU	CS	<input checked="" type="checkbox"/>	WELLS	LISA		Female	000006740	NP	<input checked="" type="checkbox"/>
				<input type="checkbox"/>							<input type="checkbox"/>
				<input type="checkbox"/>							<input type="checkbox"/>
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				<input type="checkbox"/>							<input type="checkbox"/>

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The “New” ERMS – Reports



This wizard helps you open an existing workbook or create a new one so that you can quickly retrieve information from the database.

What do you want to do?



Create a new workbook



Open an existing workbook

Help

Options...

Back

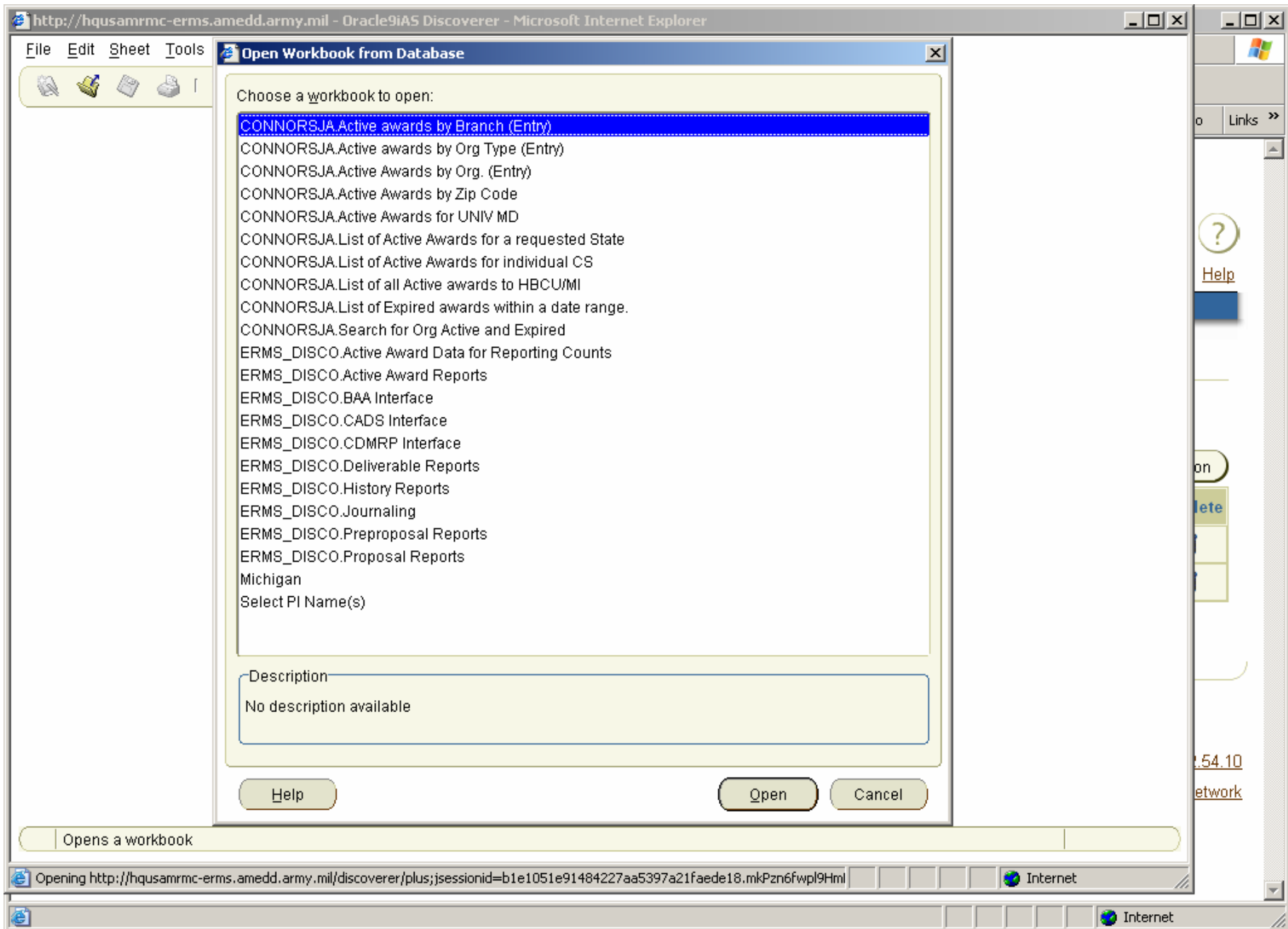
Next

Finish

Cancel

The “New” ERMS – Sharing With Others





Select Values

This dialog allows you to select multiple values from a list. To see a list of all values, empty the text field and click the Go button. The values are displayed in groups of 100.

Search by: Contains

Search for:

Go

☒ Case-sensitive

Displayed values:

• BARNETT, RANDAL

• BAUMAN, GEORGE

• BELCHER, TERESA

• BELLUOMO, LAURA

• BLACKSTONE, DONNA

• BOURNE, JUANITA

• BOWERS, MICAELA

• BROWN, GEORGE

• BURGER, CYNTHIA

• BURNS-FEAGA, JULIE

• BUTLER, JAMES

• CARDWELL, ARCHIE

• CAREY, LAUREL

• CASEY, CARLA

• CLINGER, MARK

• CLOSE, OUT

• CLUTZ, RAEGON

• COCKERHAM, WENDY

• COLLINS, CATHY

• CONNORS, JAMES

• CORTES-SHRANK, SUSAN

>

>>

<

<<

Selected values:

• BLACKSTONE, DONNA

Previous

1 - 100

Next

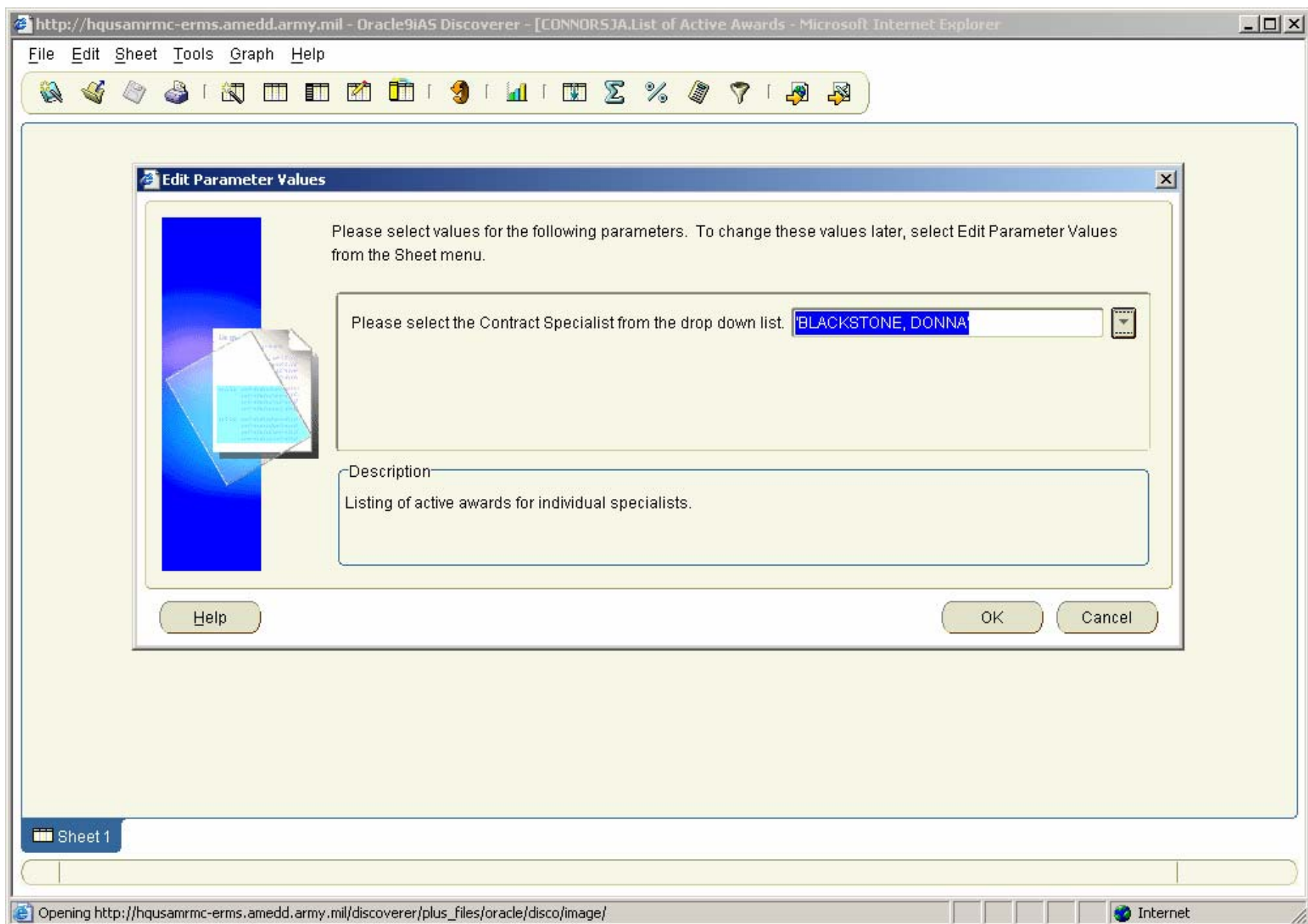
Help

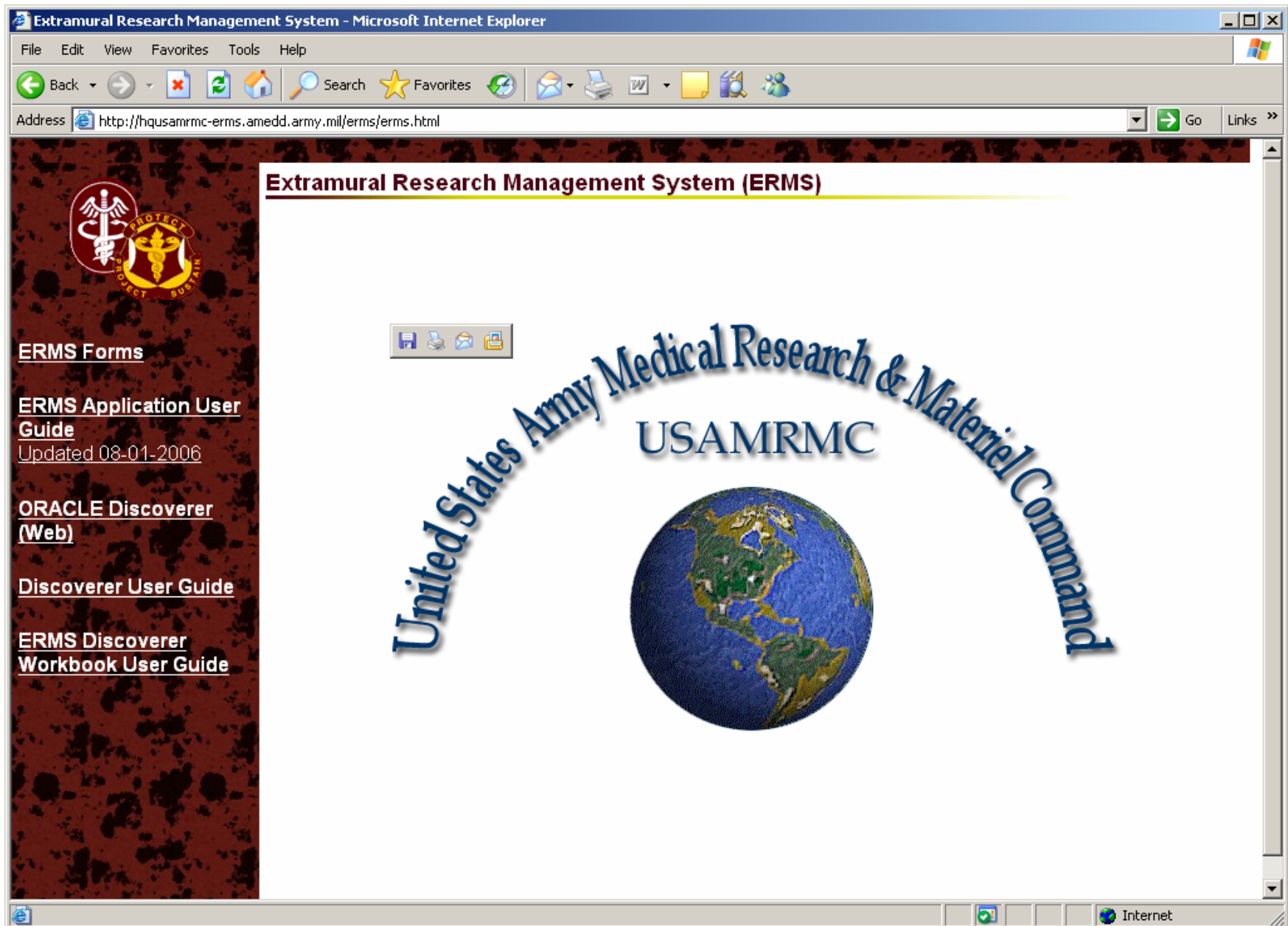
OK

Cancel

Opening http://hqusamrmc-erms.amedd.army.mil/discoverer/plus_files/oracle/disco/image/

Internet





<http://hqusamrmc-erms.amedd.army.mil/erms/erms.html>



The “New” ERMS – Points of Contact



▶ ERMS Help Desk:

- ♦ usagdoimhelpdesk@amedd.army.mil 301-619-2049

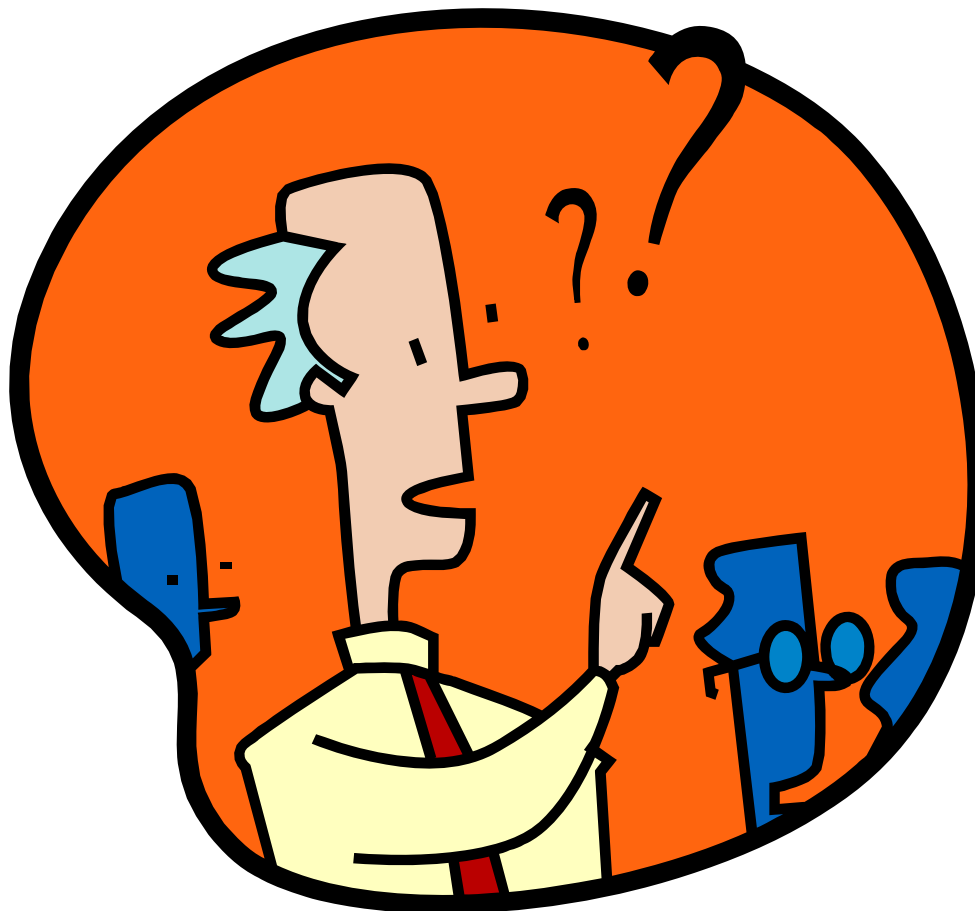
▶ USAMRMC’s ERMS System Administrator:

- ♦ Jim Connors 301-619-7144
jim.connors@amedd.army.mil

▶ USAMRAA’s ERMS “Cheerleader”:

- ♦ Jeannie Shinbur 301-619-7427
jeannie.shinbur@amedd.army.mil

The “New” ERMS – Questions???





United States Army
Medical Research Acquisition Activity
USAMRAA



The “New” Extramural Research Management System (ERMS)

Thank you for your participation!



"Army Contracting: One Community Serving Our Soldiers, Serving Our Nation"

